

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Public Health Service
Indian Health Service
Rockville, Maryland 20857

INDIAN HEALTH SERVICE CIRCULAR NO. 89-2

RESPONSIBILITIES FOR PREPARING AND RECOMMENDING APPROVAL OF
PROGRAM JUSTIFICATION DOCUMENT FOR
INDIAN HEALTH SERVICE HEALTH CARE FACILITIES,
AND
PROGRAM JUSTIFICATION DOCUMENT AND PROGRAM OF ~~REQUIREMENTS FOR~~
INDIAN HEALTH SERVICE STAFF QUARTERS ~~PROJECTS~~

Sec.

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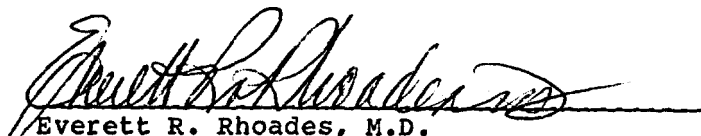
1. PURPOSE. The purpose of this circular is to assign responsibility for preparing and processing all Indian Health Service (IHS) health care facilities Program Justification Documents (PJDs) and IHS staff housing PJDs and Program of Requirements (PORs),.
2. BACKGROUND. A PJD must be prepared by IHS staff for each health care facility project being considered for placement on the IHS national facilities construction priority list. Similarly, the IHS must prepare a combined PJD/POR for each staff housing project proposed for inclusion on that priority list. These documents must be completed and forwarded, for Public Health Service (PHS) approval, before funds for the project can be included in an IHS budget request. The health care facilities PJD describes the basis for concluding that a new facility is needed; justifies the proposed scope of services: the type of facility; its size and staffing requirements; and estimates the project cost. When alternative sources of health care are available the PJD compares private sector costs with costs of providing direct services. The staff housing PJD/POR describes the basis for concluding that new government housing is required at the specific location; justifies the proposed mixture of housing unit types and sizes; and estimates the project cost. Further, the document defines the criteria to be used in designing, constructing, and equipping each type of housing unit recommended.

3. PROCEDURES. Facilities PJDs and staff housing PJD/PORs are prepared by IHS Area staff for projects which are eligible for inclusion on the IHS national facilities priority list for construction. These documents are prepared, using established IHS policies and guidelines, in consultation with Division of Facilities Planning and Construction (DFPC) staff and with assistance from the appropriate PHS Office of Engineering Services (OES).

When the initial draft PJD or PJD/POR is completed, six copies will be transmitted, for review, to the DFPC at IHS Headquarters. The DFPC staff will distribute these copies to appropriate IHS Headquarters offices and will monitor the Headquarters review process. All changes required will be coordinated by DFPC with the originating Area. Once the Director, DFPC, is satisfied with the content of a specific PJD or PJD/POR, six copies of the final version will be prepared by the Area and forwarded to the Associate Director, Office of Environmental Health and Engineering (OEHE), through the Director, DFPC. The final version of each document will be covered by a signature page prepared in accordance with one of the two formats shown in Attachments A and B. Each signature page will be signed by the Director of the originating Area.

After the Associate Director, OEHE, has recommended approval of the PJD or PJD/POR, the documents will be forwarded, for final approval, to the Assistant Secretary for Health, PHS. Approved copies will be provided by DFPC to the respective IHS Area and OES offices.

4. RESPONSIBILITY. The staff of each IHS Area Office is responsible for preparing health care facilities PJDs, and staff housing PJD/PORs, for projects in their Area that have been proposed for inclusion on the IHS national facilities priority list for new construction. The Headquarters review is intended to ensure that each document complies with IHS planning criteria, applicable Federal policies and guidelines, and with regulations governing health care facilities and staff housing acquisition and construction.
5. GUIDANCE AND INFORMATION. This circular is based on policies provided in the Public Health Service Manual, Volume 1, Chapter 2 - 4.


Everett R. Rhoades, M.D.
Assistant Surgeon General
Director, Indian Health Service

INDIAN HEALTH SERVICE CIRCULAR NO. 89-2

PROGRAM JUSTIFICATION DOCUMENT

AND

PROGRAM OF REQUIREMENTS

INDIAN HEALTH SERVICE

Staff Quarters

(Location), (State)

(Month), (Year)

Recommend Approval:

(Name)
Director, (Area)
Indian Health Service

Date

Recommend Approval:

(Name)
Associate Director
Office of Environmental Health and Engineering
Indian Health Service

Date

Approve:

(Name)
Assistant Secretary for Health

Date

INDIAN HEALTH SERVICE CIRCULAR NO.89-2

PROGRAM JUSTIFICATION DOCUMENT

INDIAN HEALTH SERVICE

(Name and Type of Facility)

(Location), (State)

(Month), (Year)

Recommend Approval:

(Name)
Director, (Area)
Indian Health Service

Date

Recommend Approval:

(Name)
Associate Director
Office of Environmental Health and Engineering
Indian Health Service

Date

Approve:

(Name)
Assistant Secretary for Health

Date